



KING'S REIGN INTERNATIONAL SCHOOL

CAMBRIDGE EXAMINATION RULES & REGULATIONS

Primary Checkpoint | Lower Secondary Checkpoint | IGCSE | A Level

All students entered for Cambridge Checkpoint or Cambridge IGCSE assessments must read, understand and follow the rules below. These rules are based on Cambridge International's official regulations for candidates and apply to every exam session and every period of Full Centre Supervision.

1. Before the Exam

- Arrive at school at least 30 minutes before your exam start time.
- Bring your Statement of Entry and your IC (Identity Card)/Passport for every paper you sit.
- Bring the correct stationery, including 2B pencils for all multiple-choice question papers.
- School students must wear full school uniform, neatly and correctly worn. Private candidates must wear smart, modest attire - a collared shirt or blouse with long trousers, or a skirt/dress of at least knee length. Shorts, sleeveless tops, slippers, flip-flops, and beachwear are not permitted for any candidate, school-based or private.
- Leave your school bag outside the examination room.
- Follow the invigilator's instructions at all times.

2. Full Centre Supervision

If you are not sitting an exam at the required time but the school still needs to keep exam content secure, you may be placed under 'Full Centre Supervision' before or after your exam.

- Attend every session and arrive on time.
- No mobile phones, smart watches, or any communication or electronic device — this includes internet access.
- You may have printed books and revision notes, but you cannot take them into the exam room.
- You can talk to classmates during supervision, but not during the exam itself.
- Do not leave the room without permission; if you must leave, a staff member will accompany you.
- Tell the supervisor immediately if you feel unwell.

3. What You Must Not Bring Into the Exam Room

- Watches, mobile phones, earphones, smart glasses, or any device that can store or transmit information.
- Unauthorized notes or revision materials.
- Correction fluid or correction tape.
- Tracing paper with any writing or marks on it — it must be completely clear.
- Anything not specifically permitted for that paper (for example, calculators are only allowed where the syllabus says so).

Having any of these with you — even unintentionally, even if unused — can lead to disqualification.

4. During the Exam

You must:

- Follow the invigilator's instructions.
- Sit according to the designated floor plan sitting.
- Leave all used and unused exam materials in the room at the end.

You must not:

- Talk to, try to communicate with, or disturb other candidates once you have entered the room.
- Be involved in any unfair or dishonest practice before, during, or after the exam.

If you are ever unsure whether something is allowed, ask an invigilator — do not guess.

5. Academic Honesty (Coursework and Written Work)

- Reference every source you use — books, websites, images, and generative AI tools (e.g. ChatGPT) all count.
- Your submitted work must be your own. Letting someone copy your work makes you responsible too.
- **Plagiarism** — copying another person's work (a classmate, a book, a website) and presenting it as your own.
- **Fabrication** — inventing data or findings.
- **Collusion** — working with someone else on something that is meant to be done individually.

6. After the Exam

- Do not remove any question paper or its content from the exam room.
- Do not discuss the paper's content with other candidates until the official time window for that exam has closed.

7. Consequences

Breaking any of these rules is treated as malpractice and can lead to disqualification, a cancelled result, or a withheld result while the case is investigated.

Points Specific to Each Qualification

Cambridge Primary Checkpoint

- These are 'windowed' tests — there is no single fixed Key Time the way there is for IGCSE, since schools can schedule sittings within a set date window. If your school runs more than one sitting on the same day, you must not discuss the paper with students in a later sitting until all sittings are finished.
- Checkpoint is lower-stakes than IGCSE (it produces a Statement of Achievement, not a graded certificate), but the honesty and conduct rules above apply in exactly the same way.

Lower Secondary Checkpoint | Cambridge IGCSE | A Level

- IGCSE papers have a fixed Key Time — you must be either sitting the exam or under Full Centre Supervision at that exact time, every session.
- Formal script-security rules apply: you cannot take the question paper out of the room, and confidential content cannot be discussed until the Key Time (or the end of the assessment window for staggered time zones) has passed.
- Coursework and internally assessed components carry the full academic honesty rules above, since this work is externally moderated.